

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 2/28/16 ms

ANNOUNCEMENT NO. 15

INTELLIGENCE ANALYST II

(NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$53,000.00 to \$68,302.26 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, MARCH 4, 2016 UNTIL 4:30 P.M. ON THURSDAY, MARCH 17, 2016.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, MARCH 17, 2016

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Performs research and analysis of raw data from field, reports, internet, police departments, and other sources to be used in conjunction with the initiation and development of intelligence products. Selects and draws data from intelligence sources, compiles information into reports and bulletins, and assists in preparing presentations to local law enforcement agencies and joint intelligence projects. Produces basic narratives, reports, graphs, and link charts based on analysis of intelligence. Analyzes Record Management System information gathered. Studies current literature to remain current on research methodology and police issues. Performs other related duties as assigned or as the situation requires. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A Bachelor's Degree in Business, International Studies, Intelligence Analysis, Criminal Justice, Statistics, or related field from an accredited four year college or university is required. Four years of full time paid professional experience performing duties in researching, compiling, analyzing, and fusing intelligence, preferably in law enforcement. A valid State of Ohio Driver's License is required. Certification in 28 Code of Federal Regulations Part 23 is required. Completion of 40 hours of intermediate/advanced intelligence analyst studies as approved by the Fusion Center Director within one year of the date of hire is required. Must have experience with Microsoft Office (Word, Excel, Access, and Power point) and should be proficient in 12 Analyst Notebook, GIS, and crime mapping computer programs such as ArcView. Should be able to pass an extensive background investigation and maintain a secret security clearance as issued by the Department of Homeland Security (DHS)

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

YOUR APPLICATION PACKET MUST CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS STATED IN THE BULLETIN, OR YOUR APPLICATION WILL BE REJECTED.

REQUIRED ITEMS	DONE
Completed Application Form (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS	
SIGN AND DATE THE COMPLETED APPLICATION (It does NOT have to be notarized).	
COPY OF BACHELOR’S DEGREE MEETING THE MINIMUM REQUIREMENTS: A DEGREE IN BUSINESS, INTERNATIONAL STUDIES, INTELLIGENCE ANALYSIS, CRIMINAL JUSTICE, STATISTICS OR RELATED FIELD IS REQUIRED.	
PROOF OF ALL COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts).	
CURRENT RESUME OR OTHER INFORMATION INDICATING THE <u>REQUIRED</u> EXPERIENCE OR SKILLS: <ul style="list-style-type: none">FOUR YEARS OF FULL TIME PROFESSIONAL EXPERIENCE PERFORMING DUTIES IN RESEARCHING, COMPILING, ANALYZING AND FUSING INTELLIGENCE IS REQUIRED.MUST BE PROFICIENT THE USE OF THE COMPUTER, ESPECIALLY WITH MICROSOFT OFFICE SUITE AND SHOULD BE PROFICIENT IN 12 ANALYST NOTEBOOK, GIS AND CRIME MAPPING COMPUTER PROGRAMS.MUST HAVE CERTIFICATION IN 28 CODE OF REGULATIONS PART 23.	
COPY OF VALID STATE OF OHIO DRIVER’S LICENSE <u>IS REQUIRED</u> .	
<i>NOTE:</i> THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE THAT IT IS APPROVED BY THE CIVIL SERVICE COMMISSION.	
COPIES OF ALL PROFESSIONAL LICENSES AND CERTIFICATIONS LISTED IN THE APPLICATION	
THE THREE (3) CARDS IN THE APPLICATION <u>MUST</u> BE COMPLETED (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank</u> ; we will assign this to you.)	
Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT’S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED <u>EACH</u> OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THE ABOVE-MENTIONED ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. THE COMMISSION WILL REQUIRE CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.